



UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada

EMPLOYMENT OPPORTUNITY

Position Title: **Web Administrator**

Announcement Number:	09-13-09NVB
Date of announcement:	July 24, 2009
Closing Date for Applications to be Received:	Open Until Filled (Applications received by August 5, 2009 will be given preferential consideration)
Location of Position:	Las Vegas, Nevada
Classification Level/Salary Range:	CPS CL 28 \$54,087 - \$67,613 (Starting salary subject to qualifications)

Web Administrator is a part of the information technology team in which he/she will be responsible for overseeing the continuing development and maintenance of the courts internal and external web sites in a manner that is consistent with the agency's vision and strategy. This is a full-time position with benefits including annual and sick leave, health and life insurance, employee-paid long-term disability, long term care, and dental and vision insurance, pre-tax Flexible Spending Accounts, and retirement.

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.

- Designs, maintains and improves the Court's internet and intranet web sites.
- Develops interfaces to existing databases and proposed new database designs including the design of the tree structure to multiple web sites and/or pages.
- Designs, develops and programs new web screens and interfaces to other web locations.

- Utilizes current technology in JavaScript, CGI, Perl, C, Cold Fusion and Java programming to enhance efficiency and effectiveness of the web presentations of court information.
- Works closely with all court and chambers staff to identify and develop web page content.
- Evaluates hardware and software to support the Court's web site and make recommendations for changes and improvements.
- Prepares and maintains complete documentation of all locally developed, tailored, or enhanced web sites and web-based interfaces.
- Utilizes graphic software, multimedia techniques and other tools to redesign information into a more cognitive form for web presentation.

Mandatory Qualifications: To qualify for the assignment of the duties of Web Administrator, applicants must have one year of specialized experience at or equivalent to work at CL - 27. For placement at salary levels above Step 1, at least two years specialized experience at or equivalent to work at a CL - 27 is required. A minimum of 3 years Web Administrator experience.

Preferred Qualifications

Thorough knowledge of Internet protocols, standards, ODBC web-based interfaces and object oriented programming.

Experience in analyzing, evaluating and determining user requirements and creating new web sites and functions to meet those needs.

Experience in utilizing JavaScript, Photoshop, CGI, Perl, C, Cold Fusion and Java programming.

Knowledge and ability to hand code HTML & CSS.

Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work as part of a team.

Information for Applicants:

Incumbent may occasionally be required to work evenings and weekends to meet the needs of the court.

Incumbent may occasionally be required to travel to Reno.

Employees of the United States Bankruptcy Court appointed as EXCEPTED SERVICE appointments or Temporary NTE (not to exceed a specific date) appointments are "AT WILL", and as such, can be terminated with or without cause by the Court.

Federal Government Civil Service classifications or regulations do not apply to U.S.

Bankruptcy Court employees.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

Hiring for or promotion into this position is subject to funding availability.

The Court will only communicate with those applicants who are selected for an interview.

The final candidate will be subject to a background investigation with law enforcement agencies.

This position is temporary for one year and one day.

How to apply: You may obtain an Application for Employment form at “www.nvb.uscourts.gov” and submit an application with original signature to:

**Human Resources Department
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South
Las Vegas, Nevada 89101**

Application Deadline: **Open Until Filled** (Applications received by August 5, 2009 will be given preferential consideration)

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.